



**STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES**

<p>Information Technology &</p>  <p>Communications Division</p>	Information Technology and Communications Division Procedure
	TITLE: Scheduling Leave, Vacation and Holidays
	EFFECTIVE DATE: April 8, 2008
	APPROVED: Chief Information Officer 

I. PURPOSE:

To establish procedures for the scheduling of Leave/Vacation and Holidays for all Information Technology and Communications Division (ITCD) employees.

II. REFERENCES:

- A. State Personnel and Pensions, Title 9, Annotated Code of Maryland.
- B. Code of Maryland Regulations, 17.04.11.
- C. DPSCS Standards of Conduct, III. Attendance Requirements.

III. SCOPE:

This procedure applies to all employees of ITCD.

IV. POLICY STATEMENT:

- A. ITCD shall comply with applicable State Law and Code of Maryland Regulations regarding employee leave and holidays.
- B. It is the policy of ITCD that scheduling of leave will be governed by the requirements for adequate staff coverage to maintain smooth and efficient operation of the agency and to ensure consistent, timely, and accurate service to our customers.
- C. The ITCD Directors, Assistant Directors or their designee(s) will implement work schedules conducive to the needs of the agency. The schedule will designate shifts, rotating schedules, on-call schedules, leave allocations and any other measures that ensure adequate staffing levels.

V. RESPONSIBILITIES:

- A. The ITCD Managers and Supervisors shall be responsible for the application and enforcement of this procedure.
- B. This procedure shall be reviewed and updated by the Director of Administrative Services and approved by the Chief Information Officer (CIO).

VI. DEFINITIONS:

A. In this procedure, the following terms have the meanings indicated.

B. Terms Defined.

1. Employee means an individual assigned to or employed by ITCD in a full-time, part-time, temporary or contractual position.
2. Appointing Authority means an individual that has the power to make appointments and terminate employees.
3. A vacation week means any time scheduled off from work any period between Sunday through Saturday, both days inclusive.
4. A regular State workweek begins on Wednesday and ends on the following Tuesday, both days inclusive.
5. Standard day-work employee means an employee scheduled to work 8 hours within the timeframe allowed of 7:30 a.m. to 5:30 p.m., with a 30 minute or one-hour unpaid lunch period.
6. Short-Notice Annual Leave is Annual leave requested less than 24 hours in advance.
7. 24 hour/7day-a-week (24/7) operation shift employee means an employee who works a shift in a unit that requires 3 shifts for 24 hour/7days-a-week operation coverage.
8. Other Shift employee is an employee in units that have a first and second shift only.
9. Seniority is based on total years of State Employment (entry-on-duty date).

VII. PROCEDURES:

A. Vacation (Annual) Leave.

1. Between **January 1st and the last day of February** of each year every employee will have an opportunity to submit their vacation schedules. Requests for vacation time throughout the calendar year will be accepted during this period. *(This allows staff who have projected intervals of leave to submit requests in advance, thus allowing management to project future staffing needs.)* To allow equitable distribution of vacation time, no more than three consecutive weeks can be requested during this period.
2. The Manager, Shift Manager or designee(s) will approve/disapprove leave requests based on seniority. In addition, should the situation arise whereas there exists a conflict in a leave request causing non-coverage for managers or supervisors, time/date of request and seniority according to classification/rank shall prevail.
3. ITCD employees who desire to submit vacation leave during January 1st through the last day of February will submit a standard State of Maryland Request for Leave form (Appendix) to their supervisors or designees by the last day of February.
4. Employees who opt not to submit a vacation leave request during the time period from **January 1st through the last day of February** will not be penalized;

however, managers will take into account other staff requests already approved prior to approving future leave requests of employees who opted not to choose vacation time between January 1st and the last day of February.

5. By March 15th, the manager or designee will notify the employee if his or her leave request is approved and the date of approval.
6. After the last day of February, requests for vacation leave will be approved on a first come, first served basis depending upon the units' staffing needs.
7. Short-notice Annual Leave will be approved based on current staffing coverage needs.

B. Holiday Leave.

1. Units with 24 hour/7day-a-week (24/7) operation shift employees and other shift employees:
 - a. Each 24/7 operation and shift employee must schedule holiday leave within 30 days prior to or 30 days after a holiday.
 - b. Holiday leave for 24/7 and shift employees will be granted on the basis of seniority and staffing requirements feasible for holiday operations.
 - c. Leave requests for Thanksgiving, Christmas and New Year's Day for 24/7 operation and shift employees will be submitted to the immediate supervisor or designee and approved/disapproved based on seniority and the prior granting of a past holiday. Major holiday leave requests will be submitted to the immediate supervisor or designee based on the procedure set forth in Section VII.A., Vacation (Annual) Leave, of this policy.
2. All standard day-work employees, NOT working in units with 24/7 operation shifts or other shifts:

Holidays will be taken on the day recognized by the State.

C. Personal Leave.

1. Units with 24 hour/7day-a-week (24/7) operation shift employees, other shift employees or on-call employees:
 - a. If an employee is employed in a unit that provides a service continuously on a twenty four hour, seven days a week (24x7) basis, the employee may use personal leave only after obtaining approval from the employee's appointing authority or designee.
 - b. The appointing authority or designee may deny the request only if the denial is necessary because of a critical shortage of staff in the employee's unit, and after all other measures have been executed that justify absolute reason for denial of the employee's personal leave request.
 - c. Requests for personal leave must be submitted up to 24 hours (1 day) in advance. Personal leave will be granted on the basis of staffing allotments for a given shift or on-call requirement. Mitigating circumstances will be taken into consideration when granting Personal leave as emergency leave.

2. All standard day-work employees, not working in units with 24x7 operations, shift or not on an on-call schedule:

An employee may use Personal Leave after notice to the employee's immediate supervisor.

VIII. APPENDICES:

State of Maryland Request for Leave Form

IX. RESCISSIONS:

None.

STATE OF MARYLAND
REQUEST FOR LEAVE

Employee Name: _____

Date Submitted: _____

Div./Program: _____

	DATES REQUESTED	NO. OF HOURS
ANNUAL LEAVE:		
SICK LEAVE:		
PERSONAL LEAVE:		
COMPENSATORY LEAVE:		
OTHER:		
REMARKS:	<input type="checkbox"/> DISAPPROVED <input type="checkbox"/> APPROVED	

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EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE